Welcome to UC Chemicals!

The Chemicals application is used to easily and accurately maintain your chemical inventory.

Setting up your Chemicals account:
Note: if you already have a UC Safety Profile (e.g. LHAT) then skip to step 2

1. Adding your lab group to the UC Safety Profile (Chemicals) system:
   a. From the Chemicals homepage (https://ehs.ucop.edu/chemicals/), select “My Profile”.
   b. Under “Groups”, create your lab group. Name your lab group using the field “Create a Group Here”. Select “Submit” when complete.
      i. Examples: “Last Name - Lab” or “First Name Last Name - Research Group”)
Groups

Create or manage a group here.

Are you a Principal Investigator or Responsible Person interested in creating a group?

Create a Group Here

OR

Are you looking to be added as a member of a group?

Here's how to join a group

Group tips
c. Under “People”, add lab members to your new lab group using the field “Search to Add Person”. You may also assign delegates here (this permission level can be given to the Department Safety Coordinator (DSC) and/or any other individual(s) that you want to make changes on your behalf).

d. **Hint**: Search for a person using their UC Davis email to quickly find members
e. Under “Locations”, add the building and room the new lab space(s) will be in using the “Search to Add Building” and “Search to Add Room” field. Select from auto-fill options.
f. **Note:** Under “Training”, view your completed (LHAT) trainings and expiration dates.

2. Once your lab group is created, return to the *Chemicals* homepage (https://ehs.ucop.edu/chemicals/) to add the group to your profile.
   a. Select “**Inventory Summary.**”
b. Under “Inventory Access,” select the **three-dot icon**.

c. Select **“Add/Remove Groups.”**

d. If a checklist is shown, you may add the group by selecting the box to the left of the group name. If the group is not shown, you may search for the group under “Group Search.”
i. Type in the group name and select the group from the drop-down list.

ii. Search and select more groups to add as desired.
iii. The group(s) will appear as selected in the checklist.

e. Select “Done” when you are finished adding groups.

f. Individuals from the group(s) will be added to the “Members” list after you are finished adding groups. Confirm that the group(s) and members added are correct.